



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1650.1E
B 013
16 OCT 2001

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1650.13

From: Commanding General
To: Distribution List

Subj: DECORATIONS AND AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) MCO 1650.19J
(c) MARADMIN 461/00
(d) CDRPERSCOM ALEXANDRIA VA 0313442 APR 01
(e) ALMAR 289/96

Encl: (1) Procedures for Submitting Awards Via the HQMC Awards
Processing System (APS)
(2) Sample Awards Certificates

1. Purpose. To set forth policies and establish procedures for implementation of the Marine Corps Combat Development Command (MCCDC) Decorations and Awards Program for organizations aboard Marine Corps Base (MCB), Quantico and for supported detachments, schools, and activities not geographically located within this Command. This order describes eligibility requirements, defines approval authorities for various Navy/Marine Corps decorations and awards, and provides instructions on preparing, submitting, and processing recommendations for decorations and awards.

2. Cancellation. MCCDCO 1650.1D.

3. Summary of Revision. This order contains a significant number of changes and should be reviewed in its entirety.

4. Background

a. Reference (a) establishes policies concerning Navy/Marine Corps decorations and awards, delineates eligibility requirements, and provides general administrative procedures. Reference (b) establishes procedures for submitting awards through the HQMC website and sets forth levels of awarding authority to commanders. The introduction of the Marine Corps-wide internet functional awards processing system modified the awards process and expanded its functionality, making it available to any Marine who has internet access. Web-based award submission will allow the Awards Branch, as

16 OCT 2001

well as every fleet commander and Marine, the ability to track and oversee every personal and unit award that is generated. The new awards process will eliminate the requirement of mailing a copy as it will be forwarded electronically from the decision authority directly to MMA and MMSB. The intent is not to slow the process for entry of awards into a Marine's permanent record but to ensure that accurate information is recorded. It is understood that expeditious entry into an Official Military Personnel File is needed on occasion (selection or promotion board action).

b. Reference (c) provides preparation guidance on the Military Outstanding Volunteer Service Medal (MOVSM).

5. Applicability. Applies to personnel permanently assigned to this Command and to personnel assigned to commands or organizations reporting to or through the CG MCCDC that do not have final approval authority for decorations and awards covered by this directive. Tenant activities will process awards through their administrative chain of command to the appropriate approving authority.

6. Policy

a. It is Command policy that servicemembers receive tangible recognition through the Awards Program for acts of valor, exceptional meritorious service or achievement, and acts of heroism not involving actual combat.

b. Recognition of personnel through awards cultivates good morale and esprit de corps. Award recommendations are encouraged but to preserve the character and meaning of personal awards, caution must be exercised to ensure that the awards program does not supplement recognition more appropriately given through the Performance Evaluation System and similar venues. Moreover, because of the organization and scope of responsibilities of this Command, it is not unusual for officers and enlisted Marines to hold more than one billet in different organizations during an **entire tour of duty; consequently, routine "Mid-Tour" awards will not be approved.** If an award is appropriate in such cases, the originator should provide a letter of continuity to the new reporting senior with a copy provided to the respective member upon the member's reassignment within the Command. This policy is not an attempt to restrict awards recognizing specific acts or outstanding achievements.

1 6 OCT 2001

7. Eligibility Requirements

a. Meritorious Service. Individual performance of duty must exceed that expected by virtue of grade and experience based upon accomplishments during an **entire tour of duty**.

b. Outstanding Achievement. An outstanding achievement decoration, also known as an "impact or special achievement award," recognizes a single specific act or accomplishment separate and distinct from regularly assigned duties, such as a special project. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled. An outstanding achievement covers a short period of time, i.e., normally less than 6 months. Submit a recommendation for an outstanding achievement award only when the achievement is of such magnitude that it cannot be recognized in any way other than award of a decoration and delaying recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

c. The number of decorations that may be awarded to an individual is not limited; however, **only one decoration may be awarded for the same act, achievement, or period of service**. An appropriate decoration may be awarded to a servicemember upon permanent change of station, retirement, or separation of a member if no other award is pending and no previous award has been made for the same act or period of service. **Award recommendations must be based purely on the current assignment** and not the individual's entire career or a portion thereof.

d. Do not base the level of the recommended award on the grade, billet, or time in service of the individual being recognized. **The only exception is the Navy and Marine Corps Achievement Medal (NMCAM) which is not appropriate for individuals above the rank of major or lieutenant commander.**

e. In determining whether to recommend a servicemember for a personal award, the primary consideration must be whether the member has truly performed in an exceptional manner and has met the eligibility criteria set forth in reference (a). A servicemember's outstanding achievement or meritorious service must be a matter of official record.

1 6 OCT 2001

8. Approval Authority. Approval authority and general responsibilities involving the management of the Awards Program are as follows:

a. CG MCCDC. The CG MCCDC will approve all Meritorious Service Medals (MSM) appropriately endorsed through the chain of command and Legions of Merit (LOM) for retirement only. Higher awards will be properly endorsed through the chain of command and forwarded to higher headquarters for approval/endorsement.

b. CGs Aboard MCCDC. CGs aboard MCCDC are authorized to approve the Navy and Marine Corps Commendation Medal (NMCCM).

c. Commanders Authorized to Award NMCAM. The impact NMCAMs may only be awarded for "specific accomplishments" of a superlative nature. (Sustained meritorious service and impact awards will be submitted via the chain of command to the appropriate awarding authority.)

d. The COs listed below should establish an awards board and implement the necessary procedures to ensure prompt and equitable processing of award recommendations and approvals. COs should requisition NMCAM's through the supply system (NMCAM certificate NSN: 0104-LF-019-2900; Medal NSN: 8455-00-926-6784). The NMCAM Certificate and red presentation folders are available locally through self-service.

(1) CO, Headquarters and Service Battalion (HqSvcBn).

(2) CO, Weapons Training Battalion.

(3) CO, Security Battalion.

(4) CO, The Basic School.

(5) CO, Support Battalion.

(6) CO, Officer Candidates School.

(7) CO, Naval Medical Clinic.

(8) CO, Special Purpose MAGTF (Experimental)

e. General officers and the COs listed in paragraph 8(d) may award Certificates of Commendation to enlisted members of their respective organizations.

16OCT 2001

f. Per reference (d), award recommendations for U.S. Navy, U.S. Coast Guard, and U.S. Army personnel will be processed in the same manner as Marine Corps awards and may be awarded by Marine Corps commanders with approval authority. Award recommendations for **foreign military personnel attached to this Command require decision by the Secretary of the Navy.** Submit such recommendations via the chain of command.

g. Per reference (e), COs and commanders authorized to approve the NMCAM are now authorized to approve the MOVSM.

9. Submission and Processing

a. Commands and organizations reporting to or through the CG MCCDC; CG MCB; CG TECOM; or CG MCWL must ensure that award recommendations are submitted in a timely manner to appropriately recognize detaching personnel. Recommendations should arrive in the Base Adjutant's Office not later than 30 days for NMCCMs and below, and 60 days for MSMs or higher before the requested presentation date. During the summer months, additional lead-time is required due to the increased volume of awards received. Late submissions must be completely justified.

b. Submit recommendations for Certificates of Commendation in standard letter format, via the chain of command, with a proposed certificate written in the second person. The proposed certificate will be double-spaced and should not exceed nine lines.

c. Recommendations for the Navy and Marine Corps Medal and awards of a higher precedence for acts of lifesaving will include two eyewitness statements whenever possible.

d. Each recommendation for a decoration must be initiated and forwarded via the chain of command within 3 years of the act, achievement, or service to be recognized.

e. Decorations will not be awarded to any member of this Command whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable. Any decoration for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the decoration.

(1) When submitting recommendations on enlisted Marines under the administrative control of HqSvcBn, originating officers will verify with HqSvcBn that no disciplinary, administrative, or other adverse action is pending against the recipient.

1 6 OCT 2001

(2) Recommending officials who become aware of such instances after submitting an award must, within 30 days, report the circumstances and make a written recommendation via the chain of command to the awarding authority for review and determination of appropriate action. In all cases where the appropriateness of the award action is in doubt, awarding authorities must seek formal comment from the Staff Judge Advocate.

(3) Revoke a decoration if the basis for which it was awarded no longer exists, e.g., the member's PCS assignment was cancelled. Such requests should be made by memorandum to the Base Adjutant within 30 days of notification of change of status.

f. Ensure classified award recommendations are submitted with the lowest level of classification possible. Classified and special category award recommendations require special handling and may require extra processing time.

10. Awards Board Procedures. There will be two Awards Boards. Awards Board #1 will be conducted as directed by the CG MCB, Quantico. Awards Board #2 will be conducted as directed by the CG TECOM.

11. Award Presentations. Every effort should be made to present decorations and awards prior to the servicemember's reassignment. Therefore, originators must ensure timely submission of recommendations. Awards received too late for presentation will be forwarded to the follow-on command or if separating/retiring, to the instructor/inspector staff activity nearest the recipient's home address.

12. Award Ceremonies

a. Appropriate award ceremonies will be conducted under the following guidelines.

(1) Ceremonies recognizing general officers or division directors will normally be conducted by the CG MCCDC, Dep CG MCCDC, CG MCB, or CG TECOM.

(2) Ceremonies recognizing other members of this Command will normally be conducted by division directors or COs. Division directors and COs are responsible for the entire ceremony, including securing a photographer, location, invitations, etc.

(3) Award presentation medal sets are available for loan from the Base Adjutant's Office.

MCCDCO 1650.1E


16 OCT 2001

b. Requests for general officer presentation of awards should be submitted with the recipient's biography at least 10 working days in advance of the awards ceremony. Submit requests for the CG or Deputy CG MCCDC to Protocol (MCCDC); requests for CG MCB to the Aide-de-Camp, MCB; requests for President, Marine Corps University, to the President's aide-de-Camp; and requests for CG TECOM to the Aide-de-Camp, TECOM.

13. Action

a. Originators will ensure properly prepared and endorsed award recommendations are submitted to the Base Adjutant (B 013), Assistant Chief of Staff, G-1 for processing.

b. Subordinate commanders will institute procedures to maintain personal and unit award standards and provide prompt and equitable attention to award recommendations.


DANIEL P. O'BRIEN
Chief of Staff

DISTRIBUTION: INTERNET

1 6 OCT 2001

PROCEDURES FOR SUBMITTING AWARDS VIA THE HQMC
AWARDS PROCESSING SYSTEM (APS)

1. Registering on the HQMC APS

- a. Logon to the HQMC APS at <http://awards.manpower.usmc.mil>.
- b. Click on the "Registration" option.
- c. A window will pop up which states that the only personnel required to register are:
 - (1) All officers/civilian Marines who originate awards.
 - (2) Those enlisted Marines who aid in processing awards.
- d. If you fall into one of the above categories, click on "Click here to register or to update your registration."
- e. Under "New User" select "New Registration."
- f. A site called "M&RA Site Registration" will appear and you will need to enter your User Name Information.
 - (1) For login purposes, your User Name is your first name, middle initial (not required), and last name as you enter it in the User Name Information box. The program is case sensitive.
 - (2) Your password is also case sensitive and must be at least 6 characters. It will not change unless you update it.
- g. Follow the directions for completing your Contact Information, General Registration Information, and HQMC Awards Board Information.
- h. If you are an awarding authority e.g., CO (XO acting), CG (C/S acting) etc., then click on the awarding authority box that corresponds with your level of delegated awarding **authority**. For awarding authorities, you must have a valid, military e-mail address.
- i. You will receive a confirmation e-mail with all of your user information included in 1 to 3 hours.

16 OCT 2001

2. Creating a New Award

a. Logon to the HQMC APS at <http://awards.manpower.usmc.mil>.

b. Click on the "Submit an Award" option. A window will pop up asking for your User Name and password. Enter it exactly as you did when you registered on the website.

c. Preparer's E-mail Address. Enter the entire e-mail address of the preparer/originator. Example: westjr@nt.quantico.usmc.mil.

d. Forwarding E-mail Address. Enter the complete e-mail address of the next person/unit mailbox in the chain of command. Example: MCCDCAWARDS@nt.quantico.usmc.mil. ***Note: this is the e-mail address for the MCCDC Awards Program*

e. Carbon Copy E-mail Address. Award recommendation will be sent as an information only copy to this addressee. ***Note: All e-mail addresses noted in the preparer, forwarding, and carbon copy e-mail address block will be sent an e-mail from the HQMC APS which contains a link to the award allowing them access to the award. When the link is clicked, the user will be asked to input their user name and password.*

f. Comments. A comment box has been provided for the commander or via addressee to add relevant information to the award. All comments will be listed after that endorsee in the document history box at the bottom of the APS 1650 and will be a permanent part of the award submission.

The Personal Awards Recommendation Form - HQMC APS 1650 (EF)

From address. The billet and address of the originator.

Example: Commanding Officer
HQSVCBN, MCB, Quantico

To (Awarding Authority) Address. Enter billet of authorized awarding authority for the award recommended.

Example: CG

Command POC E-mail Address. Enter e-mail address of the command point of contact or Unit Organizational Mailbox. This e-mail address

will receive a carbon copy e-mail of all endorsements. Example:
MCCDCAWARDS@nt.quantico.usmc.mil. ***Note: this is the e-mail address for the MCCDC Awards Program*

Phone Number. Enter DSN or commercial number of individual/command in the Command POC box.

Block 1. SSN. Enter the complete SSN in the following format:
123456789 ***NOTE- no spaces/hyphens. Once saved, this box cannot be changed. On the follow-on views, only the last four digits will be visible on the APS 1650.*

Block 2. DESIG/NEC/MOS

a. DESIG is for Naval Officer designator, such as 1630, 1100, etc.

b. NEC is Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).

c. MOS. This is for the USMC Military Occupational Specialty.

Block 3. Name. Type the last name and any suffixes (e. g., Jr., Sr., II, III, etc.) followed by a comma (,), the first name, then the middle initial. *Once saved, this box cannot be changed.*

Block 4. Component (USMC, USMCR, etc). Select the appropriate military component using the drop down menu.

Block 5. Grade/Rank. Select the appropriate rank using the drop down menu (Pvt, P02, 1stLt, etc).

Block 6. Warfare Designator. This should be left blank for all awards being submitted on Marines. For USN personnel, enter the appropriate warfare designation.

Block 7. UIC/RUC. Enter the appropriate UIC/RUC for the command.

Block 8. Recommended Award. Select appropriate award using the drop down menu (i.e., NA, NC, MM, etc). *Once saved, this option cannot be changed.*

Block 9. Specific Achievement. This field will be automatically filled in when block 15 is marked.

16 OCT 2001

Block 10. Action Basis. The default is "Meritorious." Check the appropriate block.

Block 11. Number of Award of Recommended Medal. The default is "1". If second or subsequent award, type in the number of the appropriate entry.

Block 12. Action Date/Meritorious Period. This is the period covered for the award. Enter the eight-digit date starting with year, then month, then day (e.g., 19990101-20000321) for the entire period. The ending date is not the terminal leave date, but the end of service.

Block 13. Geographical Area of Action/Service. Select CONUS if the meritorious action was performed on the continental United States, otherwise, OCONUS.

Block 14. EXP of Active Duty. Enter the member's Expiration of Active Duty Service date, or indefinite if applicable, in year-month-day format (e.g., 20020601).

Block 15. Est. Date of Detachment/Ceremony. Date will be entered in eight-digit year-month-day format (e.g., 20010601) for the expected presentation/ceremony date.

a. Retirement. Click if the member is retiring or transferring to the FMCR. ***If retiring/transferring to FMCR, enter number of years in the box above Block 15.***

b. Transfer. Click if the Marine is transferring (except to the FMCR).

c. Terminal Leave. Click if the member is transitioning out of the Marine Corps prior to retirement or transfer to FMCR eligibility.

d. Impact Award. Click if the award is an impact award.

Block 16. New Duty Station

a. For transfers, type in the SNDL authorized short title of the new duty station to include city, state, and zip code.

b. For terminal leave, type in the individual's home of record address if a forwarding address is unavailable.

ENCLOSURE (1)

16 OCT 2001

Block 17. Unit at Time of Action/Service. Enter the command name to which the member was attached.

Block 18. Duty Assignment. Enter the billet(s) the member held.

Block 19. Previous Personal Decorations and Period Recognized. Enter the abbreviated personal award followed by the 4-digit year month action period (e.g., NA 9503-9806). This does **not** include marksmanship badges; Good Conduct Medals, Purple Hearts, Combat Action Ribbons or other awards that are not classified as "personal awards."

Block 20. Personal Awards Recommended Not Yet Approved. Default is "None." If the member is pending approval of other decorations, list accordingly.

Block 21. Other Personnel Being Recommended for the Same Action. Default is "None." If other members are being considered for the same action, list them by rank, name, and SSN.

Block 22. Originator information. Enter in the full name, rank, and billet of award originator.

Block 23. Forwarding Endorsements by Via Addressees. The originator is required to fill out the via addresses prior to forwarding. Do not enter the name of the commander.

Example: Via 1: Commanding Officer, HQSVCBn
Via 2: Commanding General, MCB Quantico

The Commander authorized to endorse that award in the via box will select the recommended award from the drop down menu and click on the "Endorse the Award" icon in the signature portion of Block 23. After the award is forwarded, their signature as well as rank, billet, and command will be visible in the signature block. ****Note:** Once the award is signed and forwarded, neither the recommendation nor the signature can be edited. If the award was signed in error, a request has to be sent to Awards@manpower.usmc.mil to have the signature removed.

Block 24. Approval Box. The authorized approval authority is the only person allowed to sign Block 24 and approve awards. When an authorized approval authority logs in (from a link forwarded to them), they can do the following:

ENCLOSURE (1)

1 6 OCT 2001

a. Click on the drop down menu for the "Disposition of Basic Recommendation." They will only be authorized to approve award commensurate with their rank and billet.

b. Click on the "Approve the Award" link in the signature box. The database will sign that commander's name once the award has been forwarded.

c. Forward the award back to his/her administrative staff for processing (i.e., printing citation/certificate and forwarding to HQMC awards board)

Summary of Action (SOA). A SOA will be written on all personal award recommendations with the following as guidance for length and type of SOA:

a. NMCAM. All (to include impact awards) will be written in bullet format and will be limited to one page.

b. NMCCM. Can be written in either bullet format or paragraph format and will be limited to two pages.

c. MSM/NMCCM. Must be written in paragraph format and will be limited to three pages. For the NMCCM, if there are attachments, (e.g., police reports, medical reports, etc.) they can either be scanned and attached or forwarded via mail.

d. LOM. Must be written in paragraph format and will be limited to four pages.

e. MOVSM. There is no requirement for a SOA for the MOVSM. Nevertheless, it is highly recommended that one be generated and forwarded with the APS 1650 to the commander authorized to approve the award. The SOA will add credibility to the award when approved as well as when it is forwarded to MMSB for inclusion into the Official Military Personnel File (OMPF). MOVSMs do not require a citation/certificate.

Citation. The citation will be written per the guidance provided below:

a. NMCAM/NMCCM. All capital letters, Times New Roman font, 9 point, landscape style, 9 lines of text, 1050 character limit.

b. MSM/NMCCM/LOM. Regular capitalization, Times New Roman font, 10 point, portrait style, 15-19 lines of text on command letterhead or star stationary.

ENCLOSURE (1)

16 OCT 2001

3. Signing the Award

a. The first person that is required to sign the award is the originator. Block 22 of the APS 1650 has a blue link stating, "Originator Sign." Only the originator should click this link. The program is configured to sign the name, in script, of the person logged in at the time the link is clicked and will print, under the signature, their rank, billet, and command as it was entered when they registered on the database.

b. Once the award has been "Originated", the "Endorse the Award" and "Approve the Award" options will appear in blocks 23 and 24 respectively. The same guidelines apply for signatures in these blocks.

c. Every via in the chain of command is required to endorse the award prior to forwarding it to the next person in the chain of command.

d. To Approve the Award. The same rules apply except that the database does another search to ensure that the person approving the award has the authority and been given access to approve the award.

4. Forwarding the Award. To forward the award, type in the e-mail address of the individual or unit mailbox to which you want to forward the award. ****NOTE:** *Anyone that you forward the award to will have the ability to modify the award. That person will receive an e-mail from the HQMC APS indicating an 'in-process award.' The body of the e-mail will contain a link to the subject award on the HQMC APS. When the link is clicked, the member's browser will open and that person will be required to provide their user name and password prior to continuing.*

5. Administrative Actions. Once the award has been approved, the commander should forward the award back to his/her administrative staff so that the final citation/certificate can be printed, signed, and awarded. ****Note:** *Any changes made to the proposed citation prior to printing must be reflected on the original recommendation prior to forwarding to HQMC.*

6. Forwarding Awards to CMC (MMMA). All awards will be forwarded to CMC (MMMA) for action. There are two types of awards processed:

a. Field Approved Awards. When command action is completed on Field Approved Awards, the command can press the icon below the HQMC

ENCLOSURE (1)

16 OCT 2001

APS 1650 (EF) that says, "Forward to HQMC" or type in "hqmcawardsboard" in the Forward to: line of the APS 1650. A disclaimer will pop up indicating that once the award is forwarded to HQMC, the command will no longer have access to the award. The award will then be processed and forwarded to MMSB for entry into the Marines OMPF or forwarded to the Chief of Naval Operations for entry into the Sailors personnel file.

b. CMC Approved Awards. For awards that require CMC approval, the same action occurs. Submit the award to HQMC using the "Forward to HQMC" or type in "hqmcawardsboard" in the Forward to: line of the APS 1650. A disclaimer will pop up indicating that once the award is forwarded to HQMC, the command will no longer have access to the award. The award will then be processed and forwarded to MMSB for entry into the Marines OMPF or forwarded to the Chief of Naval Operations for entry into the Sailors personnel file.

ENCLOSURE (1)

16 OCT 2001

SAMPLE AWARDS CERTIFICATES

FORMAT FOR DRAFT
MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL LETTER

1650
(Code)
(Date)

From: Commanding General/Commanding Officer
To: Staff Sergeant John J. Doe 555 55 5555/5555 USMC
Via: Recipient's Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

Encl: (1) Military Outstanding Volunteer Service Medal

1. Per the reference, you are authorized to wear the Military Outstanding Volunteer Service Medal, enclosure (1), for outstanding public service with the Boy Scouts of America for the period of 1 January 1993 to 1 January 1997.

2. You provided outstanding volunteer service to the civilian and military community while serving at Marine Corps Base, Quantico, Virginia. Your success in previous leadership positions in the scouting program and your laudable performance as a Boy Scout troop leader for over 20 demanding young boys have made you a worthy recipient of this prestigious award. The unwavering dedication you exhibited by organizing and conducting the weekly scout meetings, jamboree events, summer camps, camping trips, pinewood derbies, and numerous other worthy events, is indicative of your strong desire to work for the betterment of America's young.

3. This sustained dedication to mentorship through the scouting program aptly demonstrates your quality of public service through volunteerism. In recognition of your services to the Boy Scouts of America, you are awarded the Military Outstanding Volunteer Service Medal.

I. M. LEADER

copy to:
CMC (MHM-2)

ENCLOSURE (2)

16 OCT 2001

FORMAT FOR DRAFT LEGION OF MERIT CITATION

The President of the United States takes pleasure in presenting the LEGION OF MERIT to

COLONEL JOHN J. DOE
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Chief of Staff, Marine Corps Base, Quantico, Virginia, from August 1995 to March 1999. Through his inspirational leadership and relentless pursuit of excellence, Colonel Doe strictly enforced local, state, and federal environmental regulations aboard base; oversaw massive renovations and construction of new facilities; and significantly enhanced quality of life programs. After intense and highly productive negotiations with Headquarters, U. S. Marine Corps, he executed a comprehensive Interservice Support Agreement that was instrumental in the smooth transition of Manpower and Reserve Affairs Department and the Marine Corps Recruiting Command from Washington, DC to Quantico, Virginia. To accommodate the rapid expansion of the Base's infrastructure, he successfully crafted a Memorandum of Agreement between the Base and Prince William Forest Park which ended a 50-year boundary controversy, and he directly influenced the securing of Federal Aviation Administration deference to long-established military airspace boundaries, thereby preventing possible encroachment by planned construction of the Stafford Regional Airport. As the Chairperson of the Marine Corps Base Executive Steering Committee, he spearheaded completion of the Base Strategic Plan which clearly defines the vision, mission, and guiding principles for the "Crossroads of the Marine Corps." Throughout his career, his intense commitment to excellence left an indelible mark on future generations of Marines who will lead the Marine Corps into the 21st Century. Superior performance of duties as typified above highlight the culmination of over 30 years of honorable and dedicated Marine Corps service. By his exemplary professional competence, sound judgment, and total devotion to duty, Colonel Doe reflects great credit upon himself and upholds the highest traditions of the Marine Corps and the Naval Service.

For the President,

ENCLOSURE (2)

16 OCT 2001

FORMAT FOR DRAFT MERITORIOUS SERVICE MEDAL CITATION

The President of the United States takes pleasure in presenting the **MERITORIOUS SERVICE MEDAL** (Gold Star in lieu of the second award) to

LIEUTENANT COLONEL JAMES J. DOE
UNITED STATES MARINE CORPS

for service as set forth in the following
CITATION:

For outstanding meritorious service as Head, Aviation Doctrine Branch, Doctrine Division, Marine Corps Combat Development Command, Quantico, Virginia, from February 1997 to May 1999. During this period, Lieutenant Doe's superior leadership, managerial skill, and technical expertise significantly contributed to the effective development of Marine Corps, Navy, and Joint doctrine and enhanced the combat capabilities of the Operating Forces. As the primary coordinator for integration of all Service doctrine, he orchestrated the complete restructuring of the Marine Corps Doctrinal Hierarchy comprising 138 publications, and he was directly responsible for developing 16 Marine Corps aviation publications. Moreover, he coordinated the Marine Corps service input to all joint, multi-service, and dual-designated publications. Capitalizing on his exceptional professional expertise, he served as the lead officer and principal contributor for a series of aviation requirements working groups, and he supported the Marine Corps Warfighting Laboratory's experimentation plans. As a result of his focused efforts, he superbly managed critical internal support functions, revised division standing operating procedures, and improved the Marine Corps doctrinal publication system. Superior performance of duties as typified above highlight the culmination of over 22 years of honorable and dedicated Marine Corps service. Lieutenant Colonel Doe's exceptional professional ability, leadership and total devotion to duty reflect great credit upon himself and uphold the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

ENCLOSURE (2)

ENCLOSURE (2)

MCCDCO 1650.1E
16 OCT 2001

FORMAT FOR DRAFT NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

STAFF SERGEANT JOHN J. DOE

UNITED STATES MARINE CORPS (RESERVE)/UNITED STATES NAVY

FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET TITLE, SECTION, BRANCH, DIVISION, COMMAND, CITY, STATE) FROM (DATE TO DATE).
DURING THIS PERIOD, STAFF SERGEANT DOE (TEXT-STATE WHAT THE INDIVIDUAL ACCOMPLISHED ABOVE AND BEYOND WHAT WAS EXPECTED OR
WHY RECOGNITION IS DESERVED--THE BODY SHOULD TOTAL NINE LINES, WRITTEN IN THIRD PERSON). . (OPTIONAL RETIREMENT/SEPARATION LINE-
-SUPERIOR PERFORMANCE OF DUTIES AS TYPIFIED ABOVE HIGHLIGHT THE CULMINATION OF OVER __ YEARS OF HONORABLE AND DEDICATED
[MARINE CORPS/NAVY] SERVICE [INCLUDING COMBAT].) (STAFF SERGEANT DOE'S) PERSONAL INITIATIVE AND DEVOTION TO DUTY REFLECTED
GREAT CREDIT UPON (HIMSELF/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES
NAVAL SERVICE.

FORMAT FOR DRAFT NAVY AND MARINE CORPS COMMENDATION MEDAL

NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

STAFF SERGEANT JOHN J. DOE

UNITED STATES MARINE CORPS (RESERVE)/UNITED STATES NAVY

FOR

MERITORIOUS SERVICE/ACHIEVEMENT WHILE SERVING AS (BILLET TITLE, SECTION, BRANCH, DIVISION, COMMAND, CITY, STATE) FROM (DATE TO DATE). THROUGHOUT THIS PERIOD, STAFF SERGEANT DOE (TEXT-STATE WHAT THE INDIVIDUAL ACCOMPLISHED ABOVE AND BEYOND WHAT WAS EXPECTED OR WHY RECOGNITION IS DESERVED--THE BODY SHOULD TOTAL NINE LINES, WRITTEN IN THIRD PERSON)... (OPTIONAL RETIREMENT/SEPARATION LINE--SUPERIOR PERFORMANCE OF DUTIES AS TYPIFIED ABOVE HIGHLIGHT THE CULMINATION OF OVER __ YEARS OF HONORABLE AND DEDICATED [MARINE CORPS/NAVY] SERVICE [INCLUDING COMBAT].) (STAFF SERGEANT DOE'S) PERSONAL INITIATIVE AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIMSELF/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE-CORPS AND THE UNITED STATES NAVAL SERVICE.

MCCDCO 1650.1E
6 OCT 2001

ENCLOSURE 2

FORMAT FOR DRAFT CERTIFICATE OF COMMENDATION

CERTIFICATE OF COMMENDATION

(RANKNAME)

(UNITED STATES MARINE CORPS [RESERVE]/UNITED STATES NAVY)

FOR

9

Professional achievement and outstanding performance of duty while serving as (billet title, section, branch, division, command, city, state) from (date to date). During this period, (text--state what the individual accomplished above and beyond what was expected or why recognition is deserved--the body should total nine lines, always written in second person, e.g., you, your, yourself)... Your dedication to duty and professionalism reflected great credit upon yourself and were in keeping with the highest traditions of the (United States Marines Corps/United States Navy).